

ASSIGNMENT 2

Textbook Assignment: "Assignments and Retention," "Administrative Procedure," and "Forms," chapters 3, 4, and 5, pages 3-1 through 5-7.

Learning Objective: Describe the assignment system used by the U.S. Navy for enlisted distribution management control and list various types of duty to which a member might be expected to be assigned.

2-1. Which of the following is one of many elements needed to support a strong Navy?

1. A 40-hour workweek
2. An assignment system
3. An informal climate
4. A homesteading system

2-2. Maintaining control over the Navy's enlisted assignment system is the responsibility of which of the following officials or activities?

1. Fleet commanders in chief
2. Bureau of Naval Personnel
3. Chief of Naval Operations
4. Assistant Secretary of Defense

2-3. Separate functions were established to support enlisted distribution management controls. How many of these functions were established?

1. Five
2. Two
3. Three
4. Four

2-4. Assignment control is the selecting, detailing, and ordering of certain individuals to fill billets. What official or activity is the assignment control for all undesignated SN, FN, and AN personnel?

1. Commanding Officer, Enlisted Personnel Management Center (EPMAC)
2. Naval Reserve Personnel Center (NAVRESPERCEN)
3. BUPERS
4. CNO

2-5. Automated personnel management information systems were developed to support the enlisted distribution management control functions. How many of these systems were developed?

1. Five
2. Two
3. Three
4. Four

2-6. Personnel who are distributed according to their occupational skill and special talent earned in their rating are divided into which of the following communities?

1. Sea-submarine
2. Sea-surface/air
3. Opened-loop NEC
4. Closed-loop NEC

- 2-7. Information pertaining to the Navy Manning Plan (NMP) can be found in which of the following publications?
1. *Naval Military Personnel Manual (MILPERSMAN)*
 2. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, volume II*
 3. *Enlisted Transfer Manual (ENLTRANSMAN)*
 4. *U.S. Navy Regulations, 1990*
- 2-8. CNO and manning control authorities have directed that certain activities be given priority manning in the assignment of personnel. Which of the following is a manning priority category?
1. CNO Priority 1
 2. CNO Priority 2
 3. MCA Priority 3
 4. Each of the above
- 2-9. For rotation purposes, a total of how many different types of duty are classified as sea, shore, or neutral duty?
1. Eight
 2. Six
 3. Three
 4. Four
- 2-10. Sea/shore codes (SSCs) are reflected in the Enlisted Distribution Verification Report (EDVR) as the type of duty a member is assigned. For rotation purposes, which of the following SSCs are creditable for sea duty?
1. 2, 3, and 4
 2. 2, 5, and 6
 3. 3, 5, and 6
 4. 3, 5, and 7
- 2-11. For rotation purposes, which of the following SSCs are creditable for shore duty?
1. 1 and 5 only
 2. 1 and 6 only
 3. 5 and 6 only
 4. 1, 5, and 6
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- Learning Objective: List the criteria for humanitarian and hardship assignments.
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- 2-12. The criteria for determining humanitarian/hardship assignments are contained in which of the following publications?
1. MILPERSMAN
 2. ENLTRANSMAN
 3. *Manual of Judge Advocate General (JAGMAN)*
 4. *U.S. Navy Regulations, 1990*
- 2-13. Which of the following circumstances would normally warrant special consideration for a hardship assignment?
1. A member's fiancée is hospitalized as result of a severe illness
 2. A member has a separation agreement
 3. A member has been awarded physical custody of children and needs time to make living arrangements
 4. All of the above
- 2-14. When emergency leave does not provide sufficient time to ease a hardship, how much time is allotted for temporary duty humanitarian (TD HUMS) assignment?
1. 12 months
 2. 9 months
 3. 6 months
 4. 4 months

- 2-15. When a member is being transferred for TD HUMS, which of the following requirements applies to the issuance of TO HUMS orders?
1. Advance dislocation allowance
 2. Advance per diem
 3. Leave en route
 4. Shipment of household goods
- 2-16. When should a member on TD HUMS be interviewed to determine if the hardship has been resolved before submitting an availability report?
1. 1 month before projected rotation date (PRD)
 2. 2 months before PRD
 3. 3 weeks before PRD
 4. 6 weeks before PRD
- 2-17. Non-U.S. citizens will not be assigned to perform military duty in an overseas area during their first term of enlistment in which of the following areas?
1. Hawaii
 2. Japan
 3. Puerto Rico
 4. Alaska
- 2-18. Overseas tour lengths are established by what department or official?
1. Department of Defense
 2. Commerce Department
 3. Secretary of Defense
 4. Chief of Naval Personnel
- 2-19. Overseas tour lengths are prescribed in which of the following publications?
1. *U.S. Navy Regulations, 1990*
 2. *Standard Organization and Regulations (SORM)*
 3. MILPERSMAN
 4. ENLTRANSMAN
- 2-20. Suitability for overseas assignment is determined by which of the following individuals?
1. The member
 2. The commanding officer of the receiving command
 3. The commanding officer of the transferring command
 4. The PSD holding the member's record
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- Learning Objective: Describe the counseling interview system as it applies to the Navy's retention program.
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- 2-21. The counseling interview system is composed of how many required interviews?
1. Five
 2. Six
 3. Seven
 4. Eight
- 2-22. Which of the following interviews will be given only once during a member's entire career?
1. Retention programs
 2. 17-year monitor
 3. Both 1 and 2 above
 4. Reporting
- 2-23. The action plan for the required interviews are contained in what publication?
1. *Career Information Program Management*
 2. ENLTRANSMAN
 3. *Retention Team Manual*
 4. MILPERSMAN
- 2-24. What individual is responsible for conducting the group presentation for reporting interviews?
1. Command career counselor
 2. Department career counselor
 3. Division career counselor
 4. Work center career counselor

- 2-25. The one-on-one reporting interview must be held within what maximum number of days after a member reports on board the command?
1. 10 days
 2. 15 days
 3. 30 days
 4. 45 days
- 2-26. The group presentation for the retention interview should be conducted during what time frame?
1. ADSD plus 15 months
 2. ADSD plus 17 months
 3. 10 months before EAOS
 4. 11 months before EAOS
- 2-27. During what required interview are advancement requirements checked and minimum advancement requirements through P02 thoroughly explained?
1. Reporting
 2. Retention
 3. Incentive
 4. 17-year monitor
- 2-28. The group presentation for the incentive interview should be held during what time frame?
1. ADSD plus 18 months
 2. ADSD plus 17 months
 3. 10 months before EAOS or PRD
 4. 11 months before EAOS or PRD
- 2-29. What will be the division career counselor's primary concern(s) when conducting an incentive interview for the member who is approaching PRD and not EAOS?
1. Reviewing and updating enlisted duty preference form
 2. Advance training and submission of a NAVPERS 1306/7 for a school, if desired
 3. Both 1 and 2 above
 4. Making sure minimum advancement requirements are met
- 2-30. The full-scale civilian career opportunities presentation should be given to which of the following members during the incentive interview?
1. A member who has decided not to reenlist
 2. A member who has decided to reenlist
 3. A member who has not made a decision to reenlist or separate
- 2-31. During the 17-year monitor interview, the division career counselor should stress which of the following benefits or programs?
1. The benefits of remaining on active duty past the initial Fleet Reserve eligibility date
 2. Survivor Benefit Plan
 3. Survivor annuities such as SGLI and VGLI
 4. Department of Veterans Affairs benefits
- 2-32. A member should be scheduled for a preretirement group presentation at least how many days before retirement?
1. 180 days
 2. 120 days
 3. 90 days
 4. 45 days
- 2-33. The division/work center career counselor must hold a separation interview at least how many days before actual separation?
1. 90 days
 2. 45 days
 3. 30 days
 4. 15 days
- 2-34. The results of all required interviews should be recorded on which of the following forms?
1. NAVPERS 1326/7
 2. NAVPERS 1306/7
 3. NAVPERS 1210/2
 4. NAVPERS 1160/11

Learning Objective: List the requirements for drafting and writing messages and the responsibilities of the individuals involved.

2-35. In addition to outgoing letters, outgoing messages are a vital administrative function.

1. True
2. False

IN ANSWERING QUESTIONS 2-36 THROUGH 2-39, SELECT FROM COLUMN B THE RESPONSIBILITY ASSIGNED TO THE INDIVIDUAL IN COLUMN A.

A. INDIVIDUALS B. RESPONSIBILITIES

2-36. Originator	1. Composes the message
2-37. Drafter	2. Authorized to release the message
2-38. User	3. The authority in whose name a message is sent
2-39. Message releaser	4. Authorized to draft, release, and process the message

2-40. Which of the following publications lists the authorized Plain Language Addresses (PLRs) for messages?

1. *Standard Navy Distribution List* (SNDL)
2. *Message Address Directory* (MAD)
3. *Telecommunications Users Manual* (NTP)
4. *Naval Military Personnel Manual* (MILPERSMAN)

2-41. How many types of classified and unclassified narrative messages are there?

1. Five
2. Two
3. Three
4. Four

2-42. What precedence is normally assigned to commercially refiled messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

2-43. For drafting a message that contains classified information, which of the following instructions prescribes the special instructions and declassification markings?

1. OPNAVINST 1000.16F
2. OPNAVINST 1710.7
3. OPNAVINST 5213.1B
4. OPNAVINST 5510.1H

2-44. Operational messages deal only with perishable information.

1. True
2. False

2-45. What is the highest precedence normally assigned to administrative messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

2-46. When drafting a message, which of the following rules of naval courtesy should you observe?

1. Juniors ADTAKE seniors
2. Seniors request attention
3. List addresses by highest echelons before lower
4. Both 2 and 3 above

2-47. Which of the following factors must be considered first before you can write a message?

1. The classification
2. The length
3. The purpose
4. The distribution

2-48. When you write a message, you should not use short titles and abbreviations in messages addressed to which of the following individuals?

1. Congress
2. Fleet commanders
3. Chief of Naval Operations
4. Chief of Naval Personnel

2-49. Usually, separate files are maintained for All Navy (ALNAV) and Navy Operations (NAVOPS) messages. Normally, in what sequence are these messages filed?

1. Numerical order by originator
2. Numerical order by calendar
3. Alphabetical order by originator
4. Alphabetical order by subject

Learning Objective: Describe the different kinds of awards given to publicly recognize service members.

2-50. How should you (a) begin and (b) end a letter of appreciation or commendation?

1. (a) By expressing thanks or commending the individual
(b) by thanking or praising the individual again
2. (a) By expressing thanks or commending the individual
(b) by stating the individual's leadership potential
3. (a) By summarizing the type of support accomplishment
(b) by expressing thanks or commending the individual
4. (a) By stating the individual's characteristics
(b) by expressing thanks or commending the individual

2-51. What is the most important element in writing a personal award recommendation?

1. The member's detachment date
2. The citation
3. The summary of action
4. The number of individuals recommended for the award

2-52. When writing a personal award recommendation, you should avoid what type(s) of approach?

1. Excessive use of superlatives
2. Job description
3. Both 1 and 2 above
4. Specific accomplishments

2-53. Noncombat citations are limited to how many typewritten lines?

1. 10
2. 15
3. 22
4. 30

2-54. What are the parts of a citation?

1. Opening sentence
2. Statement of achievement or service
3. Commendatory remarks
4. All of the above

Learning Objective: Identify practices and procedures applicable to the preparation of various types of social correspondence.

2-55. Unless formal invitations are engraved, they should be written in longhand.

1. True
2. False

- 2-56. Invitations for some frequently recurring social functions may be partially engraved. Space is left in such invitations for longhand insertion of which of the following information?
1. The guest's name
 2. The type of function
 3. The date and time of the affair
 4. All of the above
- 2-57. A formal invitation is normally worded in the second person, present tense.
1. True
 2. False
- 2-58. After you have written the full name and title of the host on a formal invitation, what do you place on the next line?
1. The invitation
 2. The time
 3. The date
 4. The type of function
- 2-59. If an invitation to a formal shipboard function contains both R.S.V.P. and a boat schedule, the boat schedule should appear in the lower right corner.
1. True
 2. False
- 2-60. Most formal invitations should be answered even though a reply is not requested. An exception to this rule would be an invitation to which of the following occasions?
1. Home wedding
 2. Formal reception ashore
 3. Formal reception aboard a large vessel
 4. Church wedding
- 2-61. When an invitation is accepted, what does the receiver always include in his or her reply to make sure there is no misunderstanding?
1. Type of function
 2. Letters R.S.V.P.
 3. Time, date, and place of the event
 4. Host's name
- 2-62. An invitation from which of the following individuals has the highest precedence?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. President of the United States
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- Learning Objective: Identify practices involved in preparing for and participating in ceremonies.
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- 2-63. Generally, the first ship commissioning ceremony is the responsibility of what official?
1. The builder
 2. Chief of Naval Operations
 3. Area commander
 4. Prospective commanding officer
- 2-64. As a general rule, invitations are not issued for a ship decommissioning ceremony.
1. True
 2. False
- 2-65. The phrase equivalents in change of command orders are translated into proper terminology for use at the change of command. What portion of the orders is read at the change of command ceremony?
1. Information pertaining to detachment only
 2. Information pertaining to reporting only
 3. Information pertaining to detachment and reporting only
 4. Information pertaining to detachment, reporting, and authorized accounting data

- 2-66. When a member is transferred to another activity for further transfer to the Fleet Reserve, which of the following activities or individuals is responsible for the preseparation ceremony?
1. The detaching permanent duty station
 2. The receiving permanent duty station
 3. Bureau of Naval Personnel
 4. Chief of Naval Reserve Center

Learning Objective: Identify practices and procedures used in administering the forms management program.

- 2-67. Forms are designed to be used for which of the following reasons?
1. To provide information for formulating policy
 2. To assist in controlling and improving operations
 3. To guide the movement of materials
 4. All of the above
- 2-68. The responsibilities for administration of forms management within the Navy is coordinated by what official?
1. Secretary of the Navy
 2. Chief of Naval Operations
 3. Secretary of Defense
 4. Chief, Bureau of Naval Personnel
- 2-69. Who is responsible for the results of forms management within an activity?
1. Commanding officer
 2. Forms management officer
 3. Senior Yeoman
 4. Administrative officer

- 2-70. What should be the first step taken in the operation of a forms management office?
1. Cancel all local forms in use
 2. Design new forms
 3. Collect copies of all forms used in the activity
 4. Review forms for duplication
- 2-71. An effective forms management plan should contain a provision for the continuing review of forms and related procedures. At what interval should this review occur?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 2-72. When the forms control file is established, what information should be written on the copies of the forms that have been collected?
1. Name of the person who designed the form
 2. Name of the office using the form
 3. How often the form is used
 4. How many copies are prepared
- 2-73. In the Standard Subject Identification Code (SSIC) file, what information should be included on the label of the local form folder?
1. Consecutive number
 2. Title of form
 3. Originator's authorized abbreviation
 4. All of the above
- 2-74. When a form becomes obsolete or is replaced, what should be the disposition of the form?
1. Destroy it because it has served its purpose
 2. File it in a separate file with a note stating the reason it was discontinued
 3. File it in the folder with the form that replaced it
 4. Leave it in the SSIC file

2-75. Which, if any, of the following statements would NOT be considered a benefit from forms management?

1. Greater efficiency in organization
2. Greater economy in man-hours
3. Replacement of higher echelons forms with local forms
4. Improved records